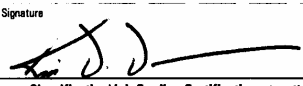




| | | | | | | | | | |
|---|--|---|------|--|-------------------|--|----------|---|--|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | 1. Agency Position No. 13243 | | | |
| 2. Reason for Submission <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment</div><div><input checked="" type="checkbox"/> New <input type="checkbox"/> Other</div></div> <small>Explanation (Show any positions replaced)</small> | | 3. Service <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Hdqtrs.</div><div><input checked="" type="checkbox"/> Field</div></div> | | 4. Employing Office Location Orlando, FL | | 5. Duty Station Orlando, FL | | | |
| | | 7. Fair Labor Standards Act <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Exempt</div><div><input type="checkbox"/> Nonexempt</div></div> | | 8. Financial Statements Required <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Executive Personnel Financial Disclosure</div><div><input type="checkbox"/> Employment and Financial Interests</div></div> | | 9. Subject to IA Action <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div> | | | |
| | | 10. Position Status <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i></div><div><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)</div></div> | | 11. Position is: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither</div><div><input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive</div></div> | | 12. Sensitivity <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive</div></div> | | 13. Competitive Level Code 07AC | |
| | | | | | | 14. Agency Use | | | |
| 15. Classified/Graded by | | Official Title of Position | | Pay Plan | Occupational Code | Grade | Initials | | |
| a. U.S. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | Student Trainee (Contracting and Procurement) | | GS | 1199 | 07 | | | |
| e. Recommended by Supervisor or Initiating Office | | Student Trainee (Contracting and Procurement) | | GS | 1199 | 07 | | | |
| 18. Organizational Title of Position <i>(If different from official title)</i> | | | | 17. Name of Employee <i>(If vacant, specify)</i> | | | | | |
| 18. Department, Agency, or Establishment Department of the Army | | | | c. Third Subdivision | | | | | |
| a. First Subdivision PEO STRI, Orlando, FL | | | | d. Fourth Subdivision | | | | | |
| b. Second Subdivision Contracts Directorate | | | | e. Fifth Subdivision | | | | | |
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position. | | | | Signature of Employee <i>(optional)</i> | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the | | | | knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | |
| a. Typed Name and Title of Immediate Supervisor KIM D. DENVER, Director of Contracts | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | | |
| Signature  | | | | Signature  | | | | | |
| Date 15 Nov 04 | | | | Date 15 Nov 04 | | | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | 22. Position Classification Standards Used in Classifying/Grading Position Bus & Ind Student Trainee Series, Hdbk of OCC Groups & Families, Jan 99 | | | | | |
| Typed Name and Title of Official Taking Action KIM D. DENVER, Director of Contracts | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | |
| Signature  | | | | Date 15 Nov 04 | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | | |
| a. Employee <i>(optional)</i> | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |
| 24. Remarks BUS: 7777 Student Career Experience Program (SCEP) Position Position is at full performance level. | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | | | | | | | | |

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

Position Description

STUDENT TRAINEE (CONTRACTING AND PROCUREMENT)

GS-1199-07

MAJOR DUTIES

Serves as a contract specialist performing developmental assignments involving procurement of supplies or services through formal advertising, applying standardized specifications and under established market conditions. Performs assignments on a rotational basis in all functional areas of the Contracts Directorate.

Student will be required to perform and/or receive instruction to perform the following duties:

1. Reviews requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents, selects clauses to cover special conditions such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classification of terms, or acceptance of substitute items.
2. Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial responsibility of suppliers by evaluating contract performance on previous contracts. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.
3. Performs other assignments of similar difficulty that have been selected with a view to developing advanced skills; e.g., administering formally advertised contracts assigned; monitoring progress of contractors; preparing change orders; participating with higher graded specialists in the procurement of technical items using the formally advertised method where the items are manufactured to special specifications and are complicated by restricted price bidding, special processing, or packing and packaging specifications.
4. Coordinates contracting activities with other Government agencies having interrelated requirements; e.g., obtaining wage rate information from the Department of Labor, requesting audit reports or pre-award surveys from the Defense Contract Audit Agency or Defense Contract Management Command, obtaining clearances from the Small Business Administration, and advertising work to be contracted in the Commerce Business Daily or the Federal Acquisition Computer Network (FACNET).

100%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION, FL 1-6—950 pts

Knowledge of basic procurement and contract functions gained through either a four year curriculum leading to a baccalaureate degree, or equivalent experience, or 24 semester credit hours in the following

business disciplines: Quantitative Methods, Law, Marketing, Contracts or Purchasing, Organization Management, Industrial Management, Business Finance, Economics, and Accounting.

Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions, and making comparison of prices, discounts, delivery dates or handling charges.

Knowledge of arithmetic practices used in business (e.g., discounts and warranties) sufficient to compare prices on recurring types of procurements, e.g., standard commercial items.

Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting in the preparing of solicitation documents.

Knowledge of report writing techniques to present factual information clearly, to write procurement memoranda and minutes of meetings, and to draft simple contract provisions and supporting documentation.

Knowledge of commonly used contracting methods and contract types relating to the performance of pre-award, post-award, and/or contract price/cost analysis functions when the contract actions are well defined and well preceded.

Familiarity with business practices and market conditions applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, and contractor performance.

FACTOR 2, SUPERVISORY CONTROLS, FL 2-2—125 PTS

The supervisor provide continuing or individual assignments by indicating generally what is to be done, applicable policies and procedures, quality and quantity expected, priorities and time frames for completing the work. The supervisor provides more detailed instruction on new, difficult, or unusual assignments. Some assignments are selected to insure further development of the employee's skills and knowledge.

The employee completes recurring assignments independently without specific instructions. On the more difficult assignments, or when problems or unfamiliar situations arise, the employee obtains guidance from the supervisor.

The supervisor reviews completed work for technical accuracy and for completeness in terms of compliance with instructions and with applicable procurement procedures and policies. Review of the work increases with the more difficult assignments if the employee has not previously performed similar assignments.

FACTOR 3, GUIDELINES, FL 3-2—125 PTS

Guidelines include procurement regulations, procedural manuals, and established contracting procedures and precedents. Applies standardized clauses and regulations. Supervisor is consulted when unfamiliar situations arise requiring deviation from standard guidelines.

The employee uses judgment in identifying and selecting the most appropriate procedures to use, or in determining which of several establish alternatives to use. Examples include selecting from among standard items identifiable in commercial catalogs, determining sources to be solicited from among lists of suppliers, reviewing records of past performance on the prospective contractor, or reviewing contractor's payment requests for compliance with specific contract terms.

FACTOR 4, COMPLEXITY, FL 4-2—75 PTS

Assignments involve a variety of specific, related tasks designed to instruct the employee in procurement procedures and practices. Decisions involve selecting from standard items where the choice is clear and there are few alternatives. Actions to be taken differ only in source of information other factual data, all of a nonjudgmental nature.

FACTOR 5, SCOPE AND EFFECT, FL 5-2—75 PTS

The purpose of work is to perform simple contracting tasks. Tasks are selected to familiarize the employee with the principles and practices of contracting. The work product facilitates the work of other contract specialists within the immediate organization in completing contracting actions.

The work product affects the quality and timeliness of contracts awarded or administered by higher level specialists, as well as the timely support provided to the requiring activity in terms of products and services procured.

FACTOR 6, PERSONAL CONTACTS, FL 6-2—25 PTS

Personal contacts are with employees in the same agency but outside the immediate organization, usually specialists representing the various disciplines involved in the procurement process, such as technical, program, and financial. Contacts outside the agency include salesmen or local suppliers of common, off-the-shelf items. The interests of the respective parties are usually well defined.

FACTOR 7, PURPOSE OF CONTACTS, FL 7-1—20 PTS

Contacts are for the purpose of giving, obtaining, or clarifying facts, which may range from easily understood to highly technical information. At this level, contacts typically provide the employee with a general familiarity with the procurement process and procedures. For example, contacts with other members of the procurement team are for the purpose of orientation in the procurement process, e.g., querying a senior employee on the use of a schedule or general provision.

FACTOR 8, PHYSICAL DEMANDS, 8-1—5 PTS

The work is primarily sedentary.

FACTOR 9, WORK ENVIRONMENT, FL 9-1—5 PTS

Work is performed in an office setting.

TOTAL POINTS: 1405 PTS